

Supervisor's Checklist

1. *Did the employee have the opportunity to know the rules?*

The supervisor has the ultimate responsibility to inform employees of all the rules and regulations with which he must comply.

2. *Did the employee know the possible penalties for violating the rule?*

Each employee must be informed of the consequences of not adhering to the rules and regulations.

3. *Did the employee have the opportunity to explain the situation?*

Always make sure the employee's side of the story is heard before you take disciplinary action. Don't react to hearsay circumstances or evidence.

4. *Did the employee actually violate the rules?*

Some offenses are clear, concise, and quite obvious; but others are not necessarily cut-and-dried. Thorough investigation must be made and facts verified before any disciplinary action can be taken.

5. *Is there a match of the penalty to the offense, and is the penalty free of discrimination?*

The penalty must match the infraction, heavy enough to obtain constructive response from the employee but not so severe as to cause a sense of unfair treatment. Fair-mindedness is required at all times.

6. *Are the rules applied equally and consistently to all employees, and is the discipline equal and consistent for all employees?*

All rules must be designed and enforced in a manner that does not discriminate against any employee or group of employees.